

2107 - EXECUTIVE OFFICE ASSOCIATE II

NATURE OF WORK

This is highly responsible, administrative and supervisory work as well as varied and complex secretarial and clerical work, including the supervision of other clerical staff, taking and transcribing of verbal dictation, skilled operation of typewriter, word processor and other keyboard instruments and office equipment. This position also includes serving as Office Manager, in charge of the daily operations of the City Manager's office. This work is of a highly confidential and sensitive nature and requires a high degree of tact.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Schedules all appointments and meetings for the City Manager and maintains appointment calendar which entails continuous contact with the Mayor and Commission, Department Directors and their secretaries, individuals/groups in the public/private sector, to make specific arrangements to accommodate a smooth schedule for the City Manager.

Reviews incoming mail to determine if another department must review prior to City Manager's possession; reviews all outgoing mail from the City Manager to be distributed, copied, or handled as assigned by the City Manager.

Maintains tickler file for future meetings/correspondence and reviews on a daily basis; maintains pending system dealing with assignments to other departments/staff and reviews at least once a week; maintains filing system for the City Manager in a manner which is usually readily retrievable; makes all travel arrangements for City Manager.

Types, composes general correspondence, reports, memoranda and meeting minutes.

Signs checks for the Redevelopment Agency below City Manager's name.

Performs the duties of Office Manager responsible for the day to day office operations in the City Manager's office; supervises secretarial/clerical staff in City Manager's office.

Ensures that executives (Assistant City Managers, Executive Assistants to the City Manager and Special Projects Coordinator) are covered by secretarial assistance at all times.

Maintains attendance on a daily basis and, as supervisor for City Manager's office payroll, opens and closes the City Manager's employee's payroll.

Codes and files documents in the office file room. Purges documents when necessary and coordinates with the City Clerk's office proper destruction procedures.

Maintains a pending system for all correspondence received by the Mayor's office, in conjunction with the Mayor's office manager.

Communicates with visitors and/or the general public to assist citizens in the resolution of a problem or complaint; to direct citizens to the appropriate person or department; to screen calls and/or take messages.

Maintains operating procedures manual to assure distribution of manual and changes.

Serves as City Manager's liaison with a variety of highly visible community leaders requiring a substantial amount of discretion to independently manage the City Manager's calendar.

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Interviews potential candidates for secretarial positions in the City Manager's office.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of standard office practice, procedures, equipment and secretarial techniques.

Thorough knowledge of business English, spelling and arithmetic.

Thorough knowledge of organization and functions of the City government and of general administrative policies and practices.

Ability to keep involved office records and to prepare accurate reports from file sources.

Ability to perform and organize work independently.

Ability to type, take and transcribe dictation accurately and at a reasonable rate of speed.

Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to the supervisor;

Ability to establish and maintain effective working relationships with other employees and the general public and to deal with public relations problems courteously and tactfully.

MINIMUM REQUIREMENTS

An Associates degree in secretarial science and extensive experience in secretarial and office work, including experience in the office of a municipal executive. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Work is performed under the general supervision of the City Manager.

SUPERVISION EXERCISED

Supervision is exercised over subordinate clerical employees.

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